



Arlington Fire District

11 Burnett Boulevard
Poughkeepsie, NY 12603
www.afd.org

Business: (845) 486-6300

Fax: (845) 486-6322

For Emergencies
DIAL 911

"Safeguarding Our Community"

AGENDA
BOARD OF FIRE COMMISSIONERS
ORGANIZATIONAL MEETING
January 6, 2025

ATTENDEES:

Comm. Richard Dore
Comm. Ralph Chiumento, Jr.
Comm. Phil Van Itallie
Comm. Peter Valdez
Comm. Sean Jackson

Chief: William Steenbergh – (absent)
Deputy Chief: Adam Kangas
Assistant Chief: Eric Philipp
Director of EMS: David Violante
District Secretary: Renee O'Neill
Treasurer: James Passikoff

1. Designate temporary Chairman to open meeting. The Board of Fire Commissioners shall make a motion to designate one of themselves to act as temporary Chairman and open the meeting. Such person will act as temporary Chairman until such time the Chairman of the Board is elected.
2. Swear in the newly elected Commissioner of the Board.
3. Elect Chairman of the Board of Fire Commissioners for balance of 2025.

(Elected Chairman now presides over the meeting)

4. Appoint a Vice-Chairman for when the Chairman is absent.
5. Chairman to direct the Secretary to place in the minutes, the notification sent to the media in December regarding the Organizational meeting date.
6. Appointment of District Secretary: Fix salary. *District Secretary to take and sign an Oath of Office.*

7. Appoint the District's Attorney's. Fix retainer or rate.
General Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP
Labor Matters: Thomas, Drohan, Waxman, Petigrow & Mayle, LLP

8. Appointment of Treasurer: Fix salary. *Treasurer to take and sign an Oath of Office.*
 - A. Establish status of the Annual Report for prior year. *(Within sixty (60) days after the end of the fiscal year, must submit to the Board of Fire Commissioners, a copy of the Annual Report submitted to the Department of Audit and Control by their due date of February 28, 2024)*
 - B. Review and approve Treasurer's Surety Bond. Determine if it is sufficient, expiration date and renewal. *(The District's current insurance term is March 1, 2023 through March 1, 2024)*

9. Resolution for Treasurer to pay claims in advance of audit. *(#'s 1 – 4 are as per NY Town Law §176-4a).*

BE IT RESOLVED, that the Treasurer of the Arlington Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Arlington Fire District the following claims and any such claims must be presented to the next meeting of the Board of Fire Commissioners of the Arlington Fire District for audit:

 1. Utility payment for light;
 2. Telephone payment;
 3. Payment to the U.S. Postmaster for postage expenses;
 4. Payment for freight or delivery charges.

And;

 5. Any other claims for payment where finance or interest charges may be incurred.
 6. Medical, dental, vision and life insurance policies.

10. Designate the "Poughkeepsie Journal" as the District's official newspaper, which has general circulation within the District.

11. Designate banks or trust companies to deposit District funds.
 - A. M&T Bank
 - B. Bank of America
 - C. Key Bank
 - D. TD Bank
 - E. Chase Bank
 - F. Citizens Bank

12. Set forth two additional signers of checks of the Fire District, in addition to the Treasurer. Verify no conflicts of interest with any Commissioners. *(One signature is required on checks up to \$5,000.00 and two signatures are required for checks over \$5,000.00 for the general checking account. One signature required only for the payroll account.)*
13. Establish Petty Cash Fund – not to exceed \$250.00 as per NY Town Law §176 (4-c).
14. Determine Board monthly meeting dates, time, and place. All Board of Fire Commissioners meetings are open to the public.
 - **Recommendation:** First and third Monday of the month, with the exception of Monday's that fall on a Federal holiday, the meeting will be held on the following Monday at 7:00 p.m. at Arlington Fire District Headquarters. The location and time of the meeting may be changed by a further resolution of the Board of Fire Commissioners upon proper notification to the local media of such change.
 - Instruct the District Secretary to place this notification in the District newspaper as required by the provisions of the Open Meeting Law of the State of New York.
15. Approve membership in county and state organizations:

District:

- Association of Fire Districts of the State of New York - \$500.00
- Association of Fire Districts of Dutchess County - \$175.00
- New York Association of Local Government Records Officers (NYALGRO) - \$50.00

Chiefs:

- International Association of Fire Chiefs – \$153.00
- New York State Association of Fire Chiefs – \$200.00
- Fire Chiefs Council of Dutchess County – \$100.00
- New York State Career Fire Chiefs – \$50.00 (Does not include \$40 per meeting fee and/or lodging fees, if applicable)
- Westchester County Career Chiefs – \$200.00

EMS:

- Dutchess County EMS Council – \$150.00
- New York State Volunteer Ambulance & Rescue Association – \$150.00

Fire Prevention

- National Association of Fire Investigators (NAFI)
Up to (8) Individual Memberships \$60 each (Fire Investigators)
 - International Association of Arson Investigators (IAAI – NYS Chapter 23)
Up to (8) Individual Memberships \$140 each (Fire Investigators)
 - National Fire Protection Association (NFPA)
(1) Individual Membership \$225 (Fire Prevention Officer)
 - NYS Building Officials Conference Mid-Hudson Valley Chapter (NYSBOC)
(1) Individual Membership \$235 (Fire Prevention Officer)
 - NFPA LiNK - Codes & Standards Access
(1) Department Membership \$557.99 (All officers have access)
 - International Codes Council - New York State Codes Collection
(1) Department Membership \$481 (All officers have access)
16. Review and reexamine all leases and contracts. Re-approve if required.
17. Review and affirmation of Fire District policies.
- A. All Fire Commissioners, Chiefs, Director of EMS and Personnel Administrator to sign Code of Ethics.
18. Set and determine all working committees for 2025:
- A. Service Awards
 - B. District Inspections
 - C. District Officers / Chief Liaison
 - D. EMS & Paramedic Liaison
 - E. Public Relations
 - F. Equipment Maintenance
 - G. Buildings and Grounds
 - H. Capital Equipment
 - I. Union Negotiations & Contract
 - J. Career Staff Liaison
 - K. Volunteer Recruitment
 - L. Volunteer Liaison
 - M. District Safety & Health
 - N. Strategic Plan
 - O. Finance Committee
 - P. IT Operations Committee
 - Q. Croft Lease
 - R. Rochdale Lease

19. Results from the Department Election held on December 5, 2024.

Eric Philipp ran unopposed for the position of Assistant Chief and received four votes.

The positions of District President and EMS Captain remain vacant.

Board to consider appointment of Eric Philipp as Assistant Chief. If appointed, an Oath of Office must be taken, signed, and filed with the Town Clerk within thirty (30) days of appointment.

20. Appointment of an additional Records Management Officer – *(once appointed and having taken the Oath of Office, the District Secretary automatically becomes Records Management Officer. The Chief should be appointed to act as an additional Records Management Officer in the absence of the District Secretary).*
21. Authorize Chief or Deputy Chief to approve school requests in advance of Board of Fire Commissioners meetings which are located inside or outside of Dutchess County provided that the school request is either contractually required or required to maintain a certification or does not exceed \$100.00.
22. Authorize Chief or Deputy Chief to approve requests for blood drives, civic groups, or other governmental agencies to use the meeting room at Red Oaks Mill or Headquarters provided the meeting room is not in use.
23. Appointment of Dr. Gary Neifeld as Medical Director for the District.

With no further business to conduct, a motion to adjourn the meeting.



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BOARD OF FIRE COMMISSIONERS MEETING AGENDA January 6, 2025

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Comm. Ralph Chiumento, Jr.
Comm. Peter Valdez
Comm. Phil Van Itallie
Comm. Sean Jackson

Chief: William Steenbergh – (absent)
Deputy Chief: Adam Kangas
Assistant Chief: Eric Philipp
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District Secretary: Renee O'Neill
Treasurer: James Passikoff

1. **MEETING CALLED TO ORDER**
2. **ROLL CALL**
3. **PLEASE SILENCE YOUR CELL PHONES**
4. **PLEDGE OF ALLEGIANCE**
5. **PUBLIC COMMENT PERIOD – The Board insists on decorum and common courtesy**
The public may comment on any matter that is within the jurisdiction of the Board of Fire Commissioners. Each speaker may speak for up to three (3) minutes and no time may be transferred to another party. Please do not expect the Board to answer any questions or make comments during this time. If the Board chooses to answer questions, they will do so during the "Comments from the Board" section of the meeting.

6. **COMMENTS FROM THE BOARD**

7. **ABSTRACT APPROVAL**

A. Approval of Abstract 25-1A.

Motion to approve Abstract 25-1A. This consists of \$ _____ in paid bills with a total of _____ checks and \$ _____ in unpaid bills with a total of _____ checks for a grand total of \$ _____, totaling _____ checks.

8. **MINUTES TO BE APPROVED**

A. December 16, 2024 Board of Fire Commissioners Meeting.

B. December 19, 2024 Board of Fire Commissioners Special Meeting

9. **MONTHLY COMMITTEE REPORTS**

A. Service Awards –

1. Received from Arrow Bank (formally Glens Falls National Bank):

1. November 2024 LOSAP account statement. (software platform changes were made and this is replacing the “Statement and Value of Activity” report)

2. “Investment Update”, dated December 20, 2024.

3. Chairman to sign a letter authorizing Arrow Bank to transfer \$3,100.00 out of the LOSAP Trust Fund to pay Firefly for actuarial and administration fees.

B. District Inspections –

C. District Officers / Chief Liaison –

D. EMS & Paramedic Liaison –

E. Public Relations –

F. Equipment Maintenance –

G. Buildings and Grounds –

H. Capital Equipment –

I. Union Negotiations & Contract –

J. Career Staff Liaison –

K. Volunteer Recruitment –

L. District Safety & Health –

M. Strategic Plan –

N. Finance Committee –

O. IT Operations Committee –

P. Croft Lease –

Q. Rochdale Lease –

10. **CORRESPONDENCE** – *None unless otherwise noted*

11. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*
- A. E-mail dated December 4, 2024 from Michael Garofalo of Croft Corners Fire Company resigning as a member effective January 1, 2025.
12. **DONATIONS** – *None unless otherwise noted*
13. **COMMISSIONERS ITEMS**
- A. Updated Code of Ethics Policy to be considered. (removed Business Manager, replaced with Personnel Administrator, added Deputy Chief to “employees”)
14. **DISTRICT STAFF ITEMS**
- A. Chief William Steenbergh – (absent)
- B. Deputy Chief Adam Kangas
- C. Assistant Chief Eric Philipp
- D. Director of EMS David Violante
- E. Treasurer James Passikoff
1. If received, Chairman to acknowledge receipt of the Treasurer’s Financial Report for the District.
 2. Received December 17, 2024 the 2022 Annual Financial Report Update Document (AUD).
 3. Received December 27, 2024, the 2023 Annual Financial Report Update Document (AUD).

15. **SCHOOL REQUESTS**
- The Board of Fire Commissioners authorized the Chief to approve in advance, school requests that are located inside or outside of Dutchess County and is either contractually required or required to maintain a certification or does not exceed \$100.00.

For Commissioners notification purposes only:

- A. Christopher Lewis: “ACLS”, December 17, 2024 at Empress in Newburgh. (4 hours own time, requesting use of District vehicle, no cost)
- B. William Morrissey: “NFA Incident Safety Officer”, January 7 – 16, 2025 at Orange County Fire Training Center. (19 hours own time, requesting use of District vehicle, no cost)

The following school requests require consideration by the Board of Fire Commissioners:
 There were no school requests submitted for Board consideration.

16. **EXECUTIVE SESSION**

17. **RETURN TO OPEN SESSION**

A. Open items for approval and/or discussion as a result of Executive Session.

B. Any other business that may come to the Board for consideration.

18. **ADJOURN MEETING**